

BROADCAST 4378

DATE: July 13, 2007

TO: Local Directors, CPS Supervisors and Staff, Foster Care Supervisors and Staff, Prevention Supervisors and Staff, Adoption Supervisors and Staff, and RMS Coordinators

TIME: 4:24 p.m.

FROM: Lynette Isbell, Director, Division of Family Services

SUBJECT: Reasonable Candidacy Manual

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This broadcast announces the issuance of the [Reasonable Candidacy Program Manual](#) (Manual) and the [Reasonable Candidacy Documentation Form 032-02-0510-00-eng](#). (Form) You may view the Manual and Form by clicking on hyperlinks. They become effective upon issuance of this broadcast.

Title IV-E reimbursement is allowed for administrative activities performed on behalf of children deemed to be a reasonable candidate for foster care regardless of whether these children are actually placed into foster care and become recipients of Title IV-E foster care maintenance payments. The Manual outlines both federal and state regulations and policies which allow the Virginia Department of Social Services (VDSS) to claim Title IV-E administrative cost reimbursement on behalf of local departments of social services (LDSS) for reasonable candidates for foster care through the Random Moment Sample (RMS) observation process.

Meeting reasonable candidacy requirements does not require an eligibility determination. The Manual is to be utilized by LDSS child welfare service workers, and as such, it is expected that reasonable candidacy documentation will be completed by child welfare service workers.

Training sessions will be provided across the state in the upcoming month(s) and an announcement listing the dates and locations will be posted shortly.

Please contact Gary Gerczak, Title IV-E Specialist, at (804) 726-7943 or [gary.gerczak@dss.virginia.gov](mailto:gary.gerczak@dss.virginia.gov) if you have any questions.